SET IT UP. BREAK IT DOWN.

EXHIBITOR SERVICES

Corpus Christi Souvenir & Resort

October 18th-20th, 2022

American Bank Center
1901 N Shoreline Blvd.
Corpus Christi, Tx 78401

Welcome Corpus Christi Souvenir & Resort

Dear Exhibitor,

We take great pleasure in notifying you that CEMS has been selected as the "Official Service Contractor" for the **Corpus Christi Souvenir & Resort**. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important event information as well as order forms for services you may require. Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Matt Miller
Pinnacle Shows
800 Old Roswell Lakes Pkwy, Ste. 130
Roswell, GA 78401
Phone: 678.386.4315
Email: matt@pinnacle-shows.com

Questions regarding the event venue's policies or supplemental services should be directed to:

Cynthia Woods Sales Account Executive
American Bank Center
1901 N Shoreline Blvd.
Corpus Christi, TX 78401
Phone: 361.826.4111
Email: CynthiaP@cctexas.com

Questions regarding shipping, storage, furniture, graphics, and labor should be directed to:

Exhibitor Service Department CEMS
P.O. Box 6330 McAllen, Texas 78502
956.702.4926
Rentals@conventionandexpo.net

Please note the various items being provided for each booth by Show Management (equipment listed on the Event Information PAGE 5).

Analyze your needs carefully and return your order forms with full payment before Tuesday, October 4, 2022 to save money, as well as, ensure the availability of your item. Orders received without payment cannot be processed.

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Note To All Exhibitors

Exhibitor is in charge of outbound shipping/ scheduling their carrier of choice to pick up at show site. CEMS will ONLY pick up freight at booth and place in loading dock. If you have any questions or need Bill of Lading please refer to contact info or CEMS counter at show site.

Any freight not picked up by 7:00 pm on Thursday, October 20th, will be re-routed through the carrier of our choice. Our Selected carrier for this event is **YRC Freight**. All freight that is re-directed will be charged a re-direct fee in the amount of $180.00.

Frequently Asked Questions (FAQ)

Q WHAT FURNISHINGS ARE PROVIDED WITH MY BOOTH SPACE?

A Every event is different. Please see the Event Information PAGE 5, which will specifically list what items, if any, will be included in the booth space.

Q WHAT IF THE BOOTH DOES NOT INCLUDE ITEMS I NEED?

A Unfortunately, items that are provided as part of your booth package have no trade-in value. If you need an item that is not listed with the booth equipment, you must order that item separately at the published rate. This is also the case for modifications to your booth. If you'd like to upsize (or downsize) the table provided, you must order the required item at its full price. Credits will not be given for items provided in booth package that are not used by the Vendor.

Q HOW DO I PLACE MY ORDER?

A
- Mail in your order forms and full payment to: CEMS **P.O. Box 6330 McAllen, Texas 78502**
- Email in your order with the Credit Card Authorization form to: **rentals@conventionandexpo.net**
- ACH payment:
- PNC
  Routing # 071921891
  Account # 4943556045
- CEMS fax # 956-688-8339

Orders will not be processed without full payment. Please review our Payment Policies for detailed information. Don't forget to keep a copy of your order for your records. For orders going to other **"official suppliers"** (i.e. Electrical, Internet, Telephone, Audio Visual, etc.) please follow the payment and mailing instructions indicated on each of the forms that may be located in this manual.

Q WHAT IS THE CANCELATION POLICY FOR REFUNDS ON FURNISHINGS?

A Items canceled prior to **Tuesday, October 4, 2022,** will be refunded at 100%. Items canceled after **Tuesday, October 4, 2022,** and prior to delivery will be refunded at 50%. Items canceled on show site or after delivery are **non-refundable** and billed at 100%.

Q DO I HAVE TO PAY IN ADVANCE FOR SERVICES OR CAN I BRING A CHECK TO THE SHOW?

A Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

Q WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?

A **Option one: Advance shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during CEMS move in. Delivery hours are **9:00 AM–4:00 PM**, Monday - Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.
Option two: Direct shipping is sending your materials directly to show site during the designated move in times (when permitted by venue). There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your materials.

Q WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING & SHIPPING?

A
- Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping.
- Shipping is the means by which shipments are transported via carriers to and from the event location.

Q WHAT IS A BILL OF LADING?

A A Bill of Lading is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging the receipt of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its final destination. A Bill of Lading is mandatory for CEMS to release your materials to your specified carrier at the close of the event.

Q WHAT ARE MY CHOICES FOR SHIPPING OUT AT THE CLOSE OF SHOW?

A You may use any carrier of your choice. It is your responsibility to contact and make all arrangements for any carrier to pick up your items from CEMS warehouse. **If freight is not picked up by the specified time provided in this kit, CEMS will force your freight to be re-directed through our carrier of choice. Our selected carrier for this event is YRC FREIGHT.** All freight that is re-directed will be charged a fee in the amount of $180 per Vendor.

Q WHAT ARE THE MOVE OUT PROCEDURES?

A A CEMS Bill of Lading is required on **ALL** outbound shipments. The Bill of Lading is available at the service desk. After your booth is packed, labeled and ready to be shipped please return the completed Bill of Lading form to the service desk. You must call your designated carrier with pick up information. A CEMS representative will be available at show site for further questions.

Q HOW DO I OBTAIN A COPY OF MY FINAL INVOICE?

A To obtain a final invoice, usually available one week after the event closes, contact our Exhibitor Service Department at rentals@conventionandexpo.net.

Corpus Christi Souvenir & Resort
October 18th-20th, 2022
American Bank Center

Event Information

Discount Deadline	**Tuesday, October 4, 2022 at 3:00PM**
Show Colors:	**White**
Show Carpet:	**Facility is NOT Carpeted**

Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Each **10' x 10'** booth will be provided with:

- 8' tall backdrop drape
- 6' skirted table
- 1- 7"x 44" ID Sign
- 3' tall side dividers
- 2 chairs (Provided By MCC)

Event Schedule- Subject to Change			
		Large Equipment- by appointment	
Exhibitor Move in:		Sunday, October 16, 2022	6:00 AM-1:00 PM
Vendor Move In:		Sunday, October 16, 2022	1:00PM-6:00PM
		Monday, October 17 ,2022	9:00AM-6:00PM
Event Hours:		Tuesday, October 18 , 2022	9:30AM-5:00PM
		Wednesday, October 19, 2022	9:30AM-5:00PM
		Thursday, October 20, 2022	9:30AM-3:00PM
Exhibitor Move Out:		Thursday, October 20, 2022	3:00PM-12:00PM
Freight Re-directed At:		Monday, October 21, 2022	9:00 AM-3:00PM
Freight Re-Direct Address: *322 Hereford Rd* *Corpus Christi, TX 78408*		FREIGHT THAT IS REDIRECTED MUST BE PICKED UP ON: **Friday Oct 21th, 2022**	FREIGHT THAT IS REDIRECTED MUST BE PICKED UP BETWEEN THE HOURS OF: **9:00AM-4:00PM**
All freight that is re-directed will be charged a Re-Direct Fee in the amount of $180.00.			

Shipping Information

Corpus Christi Souvenir and Resort 2022

c /o CEMS
October 18-20, 2022
322 Hereford Rd
Corpus Christi, TX 78408

Advance shipments MUST be received by **Tuesday, October 4, 2022**. Any shipments received after this date will be charged a $180.00 Late Fee.This fee will also be applied to any shipments sent directly to show site.

Assistance

- If you have any questions or do not find what you are looking for in this manual, please feel free to call our Exhibitor Service Department at **956.702.4926** or send an email to rentals@conventionandexpo.net.
- CEMS wills have a service desk in a convenient location at show site if you require any further assistance.

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Credit Card Authorization

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file.

This form authorizes CEMS to charge to your credit card account the amount of your advance/show site orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Company:																Booth Number:			
Card Holder Name:																			
Credit Card Number:																			
Expiration Date (mm/yyyy):												CVV:							
Card Type:	☐	Visa/ Master Card				☐	Discover				☐	American Express							
Billing Address:																			
City, State, Zip:																			
Phone Number:																			
Email Address:																			
Authorized Signature:																			
I, _____ agree to the conditions stated in this manual and the above paragraph.																			

Material Handling (Non Taxable):	$
Booth Package:	$
Display Tables & Accessories:	$
Pipe & Drape:	$
Carpet & Cleaning:	$
Signs & Graphics:	$
Forklift Rental:	$
Labor:	$
Subtotal:	$
Sales Tax: (8.25%):	$
3.2% fee:	$
Grand Total:	$

Discount Deadline:

Tuesday, October 4, 2022

- All prices include, delivery, installation, rental charge for the duration of the show and removal at completion.
- Payment, in full, must accompany all orders by **Tuesday, October 4, 2022 by 3:00 PM** to receive the discount price. Orders received after this date will be charged the standard rate.
- Items canceled prior to **Tuesday, October 4, 2022** will be refunded at 100%.Items canceled after **Tuesday, October 4, 2022** and prior to delivery will; be refunded and 50%. Items canceled on show site or after delivery are **non-refundable** and billed at 100%.

If paying by check, make payable to:	CEMS
Mail order forms & full payment to:	P.O. Box 6330 Mcallen, TX 78502
Please reference the Show Name & Company Name	
E-mail orders with full payment to :	rentals@conventionandexpo.net
	ATTN: Exhibitor Services

For any additional questions please feel free to call us at 956-702-4926 or send an e-mail to rentals@conventionandexpo.net.

Payment Policies

Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card is still required to be on file Discount rates will be honored if a payment method, along with the complete order forms, is received by the deadline date.

◆ All prices include delivery, installation, rental charge for the duration of the event and removal at completion.

◆ Payment, in full, must accompany all orders by **Tuesday, October 4, 2022 by 3:00 PM** to receive the discount price.

◆ Orders received after this date will be charged the standard rate.

◆ Items canceled prior to **Tuesday, October 4, 2022** will be refunded at 100%. Items canceled after **Tuesday, October 4, 2022**, and prior to delivery will be refunded at 50%. Items canceled on show site or after delivery are **non-refundable** and billed at 100%.

ADDING TAX TO YOUR ORDER

1. Use the Credit Card Authorization Form to help add up your order.
2. Multiply the appropriate **8.25% Sales Tax** by your subtotal and get your grand total.

To be tax exempt you must be a non-profit or government organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold.

PAYMENT OPTIONS

◆ **Payment by mail**

Mail your order forms and full payment to:
CEMS
P.O. Box 6330 McAllen, Texas 78502
RE: Corpus Christi Souvenir and Resort 2022
If a check will be submitted for payment please attach with your order forms and mail to CEMS. If you choose to pay by check, a credit card is still required to be on file All checks should be made payable to CEMS.

◆ **Payment By Email**

Email your order with full payment to: rentals@conventionandexpo.net

◆ **ACH payment:** PNC
Routing # 071921891
Account # 4943556045

◆ **Payment by Fax**

Fax in your order with full payment to:
956.688.8339
Attn: Exhibitor Services

Orders will NOT be processed without full payment. Please fill out the Credit Card Authorization form.

ADVANCE ORDERS [DISCOUNT RATE]

Purchase orders may not be used in lieu of payment. CEMS will only accept purchase orders from Government and State Agencies. To process your order and receive advance prices, payment in full must accompany your order. Advance payment for material handling should be based on estimated weight. Advance payment for labor and other equipment rental services should be based on estimated installation and dismantling hours.

SHOW SITE ORDERS

All show site orders including labor and material handling are payable upon presentation of our invoice at the event. For your convenience, we accept Visa, MasterCard, Discover, or American Express, as well as checks, traveler's checks and cash. Orders received after the deadline or made at the service desk during the event will be billed at standard prices. Services ordered at show site will not be processed without full payment.

THIRD PARTY ORDERS

If you have contracted work through a display/exhibit house and require the services of CEMS, the payment policies stated above apply. Please forward this information to the proper parties. The exhibiting firm, is ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment.

INTERNATIONAL EXHIBITORS

International exhibitors must pay for all services in US funds and must be drawn from a US bank. All charges must be paid in full prior to the close of the event either by cash, credit card or check.

Limits & Liability

RESPONSIBILITY FOR LABOR

- CEMS, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- CEMS, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by CEMS or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by CEMS or its subcontractors.
- CEMS, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of pro. ts or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- Claims for loss, injury or damage, which are not submitted in writing to CEMS within (30) thirty days after the close of the event, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against CEMS or its subcontractors more than one year after the accrual of the action.
- CEMS will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- CEMS will not be responsible for improperly packed or concealed damages to exhibit.
- The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

MATERIAL HANDLING

- CEMS, will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- CEMS, will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at event close.
- CEMS, is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove them from exhibit hall. CEMS recommends all valuable items be covered by **YOUR** insurance company to protect against theft.
- Make certain all of your materials are properly insured against fire, theft and all hazards while in transit, to/from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- Material Handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into/out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge. This is a round-trip service and discounts will not apply for inbound or outbound only shipments.
- Do not send advance freight for Saturday/Sunday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal receiving hours, **Monday –Friday, 9:00 AM – 4:00 PM.** If you are sending materials direct to show site, please make sure it does not arrive prior to the deadline specified Materials arriving prior to the deadline may be **REFUSED**. If received and signed for, additional surcharges may apply.
- A CEMS Bill of Lading must be filled out at close of show. Shipping information and Outbound Forms will be available at the CEMS Service Desk. Without a Bill of Lading the shipment may be brought back to the CEMS warehouse and surcharges will apply. Please be aware that incomplete or inaccurate Bills of Lading may result in shipping delays, additional fees and even the loss of your shipment.
- The Convention Center does not provide Carts for Move-In/Move-Out. If a cart is necessary for your move, you may bring your own or use the card service provided by CEMS. CEMS charges a fee for cart rental. Please see the CEMS Service Desk during Move-In for assistance.

PAYMENT TERMS

- In order for us to to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed Credit Card Authorization form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- Advance payments will be indicated and any balance due must be paid in full by cash, credit card or check.
- **All inquiries must be resolved and completed before you leave the event.**

ORDERS, QUESTIONS, AND ADJUSTMENTS

- Orders by telephone will not be accepted.
- All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- Orders received without payment will not be processed. Payment for all show site orders will be due and payable upon presentation of our invoice at the show.
- Services ordered at show site will not be processed without full payment.
- The availability of furnishings at show site can, on occasion, be limited and for that reason cannot be guaranteed. It is best to place your order in advance if possible.
- Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to CEMS immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the CEMS supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- Items canceled prior to **Tuesday, October 4, 2022,** will be refunded at 100%. Items canceled after **Tuesday, October 4, 2022** and prior to delivery will be refunded at 50%. Items canceled on show site or after delivery are **non-refundable** and billed at 100%.

Shipping Instructions

ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to **Tuesday, October 4, 2022**. Shipments must arrive **Tuesday, October 4, 2022 by 4:00 pm.** No shipments will be received at the warehouse on weekends or holidays.
- Shipments arriving at the warehouse after **Tuesday, October 4, 2022** will be charged a late to warehouse fee in the amount of $180.00 (per shipment) in addition to any other charges incurred.

DIRECT SHIPPING TO SHOW SITE

- Shipments must arrive no sooner than **Tuesday, October 18, 2022**. If Shipments arrive before this date they may be refused. **Shipments sent directly to show site are considered late and will be charged a late fee in the amount of $180 per shipment.**
- Shipments will be received during the designated move in periods as well as throughout the event. (See PAGE 5).
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show site.
- Weigh tickets or Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the show site receiving report will verify the total count and weight.

ALL SHIPMENTS

- All shipments must be **PREPAID**, collect shipments may be **REFUSED**.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers will be delivered to the exhibitor's booth without guarantee of piece count or condition. Material handling and additional surcharges may apply.
- No liability will be assumed by CEMS for these shipments.

OUTBOUND SHIPMENTS

- A CEMS Bill of Lading is required on **ALL** outbound shipments. Please turn in your **COMPLETE** Bill of Lading Form to the CEMS Services Desk.

Shipping delays, additional fees and loss of shipment may result from inaccurate or incomplete Bills of Lading.

CEMS Bill of Lading Sample

FROM:			**TO:**				
Exhibitor CompanyName: Your company name			**Consignee Name:** Your company name (or who you are shipping to)				
Exhibit Facility: McAllen Convention Center			**Consignee Address:** Destination address				
Event Street Address: 700 Convention Center Blvd							
City/State: McAllen, TX	**Zip Code:** 78501		**Destination City, State:**			**Zip Code:**	
Exhibitor Name:	**Phone Number:**		**Destination Show Name:** If shipping to another show,			**Booth Number:**	
Show site contact name	Show site contact number		please provide show name and booth number				
FREIGHT CHARGES PAID BY:			**CARRIER:** list carrier name				
Your company name							
Address: Billing address for your company				**Other (please list)**			
City, State:	**Zip Code:**	**METHOD:**		**Next Day**		**2nd Day**	**Ground**
Attention: Who's attention		**DELIVER BY DATE:** Please list any specific deliver by date					
Phone Number:	**Email Address:**	**FREIGHT CHARGES: Freight charges are prepaid**				**Prepaid**	**Collect**
Company phone number	Company contact e-mail address	**unless marked Collect**					

# PIECES	DESCRIPTION - EXHIBITION MATERIAL	WEIGHT		CLASS
	Crates (Wooden) Exhibition Material			125
	Cartons (Cardboard)			125
	Fiber Cases / Trunks			125
	Skids / Pallets			125
	TOTAL			

Sample

A CEMS Bill of Lading is required on **ALL** outbound shipments. Blank Bills of Lading are available at CEMS service desk on show site. After your booth is packed, labeled, and ready to be shipped, please bring the completed Bill of Lading form to the service desk. A CEMS representative will be available at show site for further questions.

Shipping Label

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

Material Handling FAQ's

WHAT IS MATERIAL HANDLING?

Material handling includes receiving, unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to the booth at the close of the event) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information (PAGE 9) of this manual for further information

WHAT ARE CRATED SHIPMENTS?

Crated shipments are packed in any type of shipping container that can be unloaded at the dock and delivered without additional handling. **Crated containers include**: crates, fiber cases, and properly packed skids.

WHAT ARE SPECIAL HANDLING SHIPMENTS?

- **Mixed Shipments:**Mixed shipments include a mix of both crated and uncrated materials.
- **Ground Loading/Unloading:** Special handling charges will apply to shipments that arrive in vehicles that are not dock height, such as u-hauls, flatbed trailers, double drop trailers, etc.
- **Stacked Shipments:** Shipments that require multiple items to be moved or removed for delivery to booth. (i.e. loose items stacked on top of crates and/or pallets.)
- **Piece Loading/ Unloading:** Drivers who require multiple pieces to be moved to the rear of the trailer, in order to select the next piece, or having to remove the freight from the trailer to re-fit in sequence.
- **No Documentation:** Shipments that arrive from a carrier without a Bill of Lading, which requires additional time and labor to process.
- **Excess of Small Shipments:** 10 or more loose pieces that are not palletized or crated.
- **Uncrated Shipments:** Indicates a shipment that is shipped loose or pad-wrapped, and/or un-skidded machinery without proper lifting tools.

HOW IS STRAIGHT TIME/ OVERTIME DETERMINED?

Straight Time: Monday - Friday, 9:00 am to 4:00 pm.
Over Time: All other times. Saturdays, Sundays, and holidays.

- **ST/OT or OT/ST:** If freight will be handled one way on straight time and one way on overtime, either into the event or out of the event.
- **OT/OT:** If freight will be handled on overtime into the event and out of the event.

Overtime charges are assessed when CEMS has been granted access to the facility during overtime, per the contractual agreement between Show Management and the facility. This includes warehouse shipments.

- **Shows that move-in or move-out on weekends or late in the day may be subject to overtime charges.**

HOW DO I CALCULATE MY MATERIAL HANDLING CHARGES?

Charges will be based on the weight of your inbound shipment. Each shipment received is considered separate. The shipment weight will be rounded up to the next 100 lbs. Each 100 lbs is considered one **cwt** (hundred weight). There is a 200 lb. minimum charge for **each shipment**. Please refer to the Material Handling Rate Sheet for event prices.

Calculate Total CWT (Enter in increments of 100 lbs only; make sure to round up to the next 100.)

Example Below:

If your freight totals 238 lbs., round up to 300 lbs •Divide 300 by 100 •[300 ÷ 100 = 3] • **Your CWT is 3.**

Please keep in mind that each rate is PER SHIPMENT. Therefore, CEMS recommends that all freight is shrink wrapped so that only ONE shipment is received upon delivery. The following is an example using our advance warehouse rate:

If you send 3 separate shipments:	If all items arrive together:
1st Shipment Weighing 23 lbs = $156.00 (200 lb minimum)	1st shipment 3 pieces at 98 lbs total *WITH 200 LB MINIMUM*
2nd shipment weighing 42lb = $156.00 (200 lb minimum)	98 lbs charged at $156.00
3rd shipment weighing 33lb = $156.00 (200 lb minimum)	
Total Charges Accumulated: $468 for 98lbs of freight	Total Charges Accumulated: $156 for 98 lbs of freight

*This example does not reflect prices for late fees or re-direct fees that may apply to your shipment.

Corpus Christi Souvenir & Resort
October 18th-20th, 2022
American Bank Center

Material Handling Rates

RATES BELOW WILL BE BASED ON PUBLISHED EVENT MOVE IN & MOVE OUT SCHEDULE.

Material Handling Charges Include:

Receiving and unloading your freight at the docks at either the Advanced Warehouse or at show site, delivery to your booth, storage and return of empties at the close of the event, removal of your freight from your booth back to the loading dock and re-loading onto your outbound carrier

FINAL CHARGES ARE DETERMINED BY WEIGHT AND EASE OF HANDLING.

ADVANCE SHIPMENTS TO WAREHOUSE

- The advance warehouse will begin receiving shipments 30 days prior to: **Tuesday, October 4, 2022**
- All materials shipped in advance to the warehouse MUST ARRIVE BY: **Tuesday, October 4, 2022**
- Any shipment arriving after this date will be charged a late to warehouse fee of $180.00 in addition to any other charges incurred.
- Warehouse receiving hours are Monday - Friday, 9:00 am to 4:00 pm. Any shipment delivered prior to, after hours or on weekends may be refused.
- Uncrated shipments cannot be received at the warehouse.
- Small Packages: This rate applies only to shipments with a total weight NOT exceeding 35lbs., no exceptions. The first carton received in this shipment will be charged $54.00. Every additional carton received in the same shipment will be charged $30.00. Should total wight be anything equal to or larger than 36 lbs., shipment will be charged using our normal warehouse rate.

DIRECT SHIPMENT TO SHOW SITE

- All materials shipped direct to show site MUST ARRIVE NO SOONER THAN: **Tuesday, October 18, 2022**
- Any shipments arriving prior to the above date may be refused.
- Any shipments arriving directly to show site are considered late and will be charged a late fee in the amount of $180.
- Shipments will be received during the move in periods and throughout the event.

RATE CLASSIFICATIONS:	PRICE PER CWT (Please refer to page 11 for assistance in calculating CWT)	TOTAL:
Warehouse shipment (200 lbs minimum)		
Crated or Skidded Shipment **(Minimum Charge of $186)**	$78 x_____(CWT)	
Special Handling **(Minimum Charge of $180)**	$90 x_____(CWT)	
Show Site Shipment (200 lbs minimum)		
Crated or Skidded Shipment **(Minimum Charge of $186)**	$90 x_____(CWT)	
Special Handling Shipment **(Minimum Charge of $240)**	$120 x_____(CWT)	
Small Packages (35 lbs. maximum PER SHIPMENT)		
First Carton received in shipment	$54	
Every additional carton received in shipment	$30	
The small package rate will be honored ONLY if the total weight of consolidated shipment does not exceed 35 lbs. Shipments with weight totaling 36 lbs. or more will be charged using our standard Warehouse rate. The small package rate will NOT be applied to any Show site Shipments.		
Late Shipments		
Freight Received after **Tuesday, October 4, 2022** (per shipment) ***This includes freight shipped directly to show site.***		$180
Total Material Handling Charges		**$**

A credit card MUST be on file for all material handling, shipping inbound and/or outbound to the event.

Company/Card Holder Name:												Booth Number:							
Type of Card:		Visa		Master Card		American Express		Expiration Date: (mm/yyyy)											
Credit Card Number:																			
CVV Code:																			
Billing Address:																			
City, State, Zip:																			
Email Address:																			

Authorized Signature:

This form authorizes CEMS to charge to your credit card account the amount of your advance/show site orders, **material handling charges**, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your company representative. Please complete the information requested below and return this form with your order.

Corpus Christi Souvenir & Resort
October 18th-20th, 2022
American Bank Center

Display Tables & Accessories Order Form

Discount Dead Line: Tuesday, October 4, 2022 at 3:00PM

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone#:	Fax#:	Booth Number:
E-mail Address:		

SKIRTED DISPLAY TABLES 30" HIGH (topped in white vinyl)				
Qty	**Item Description**	**Discount**	**Standard**	**Total**
	4'L x 24" W x 30" H	$69.60	$79.20	$
	6'L x 24" W x 30" H	$79.20	$87.60	$
	8'L x 24" W x 30" H	$87.60	$97.20	$
	4th Side Skirt	$25.20	$33.60	$
	Table Skirt Only	$36.00	$42.00	$
SKIRTED DISPLAY TABLES 42" HIGH (topped in white vinyl)				
	4'L x 24" W x 42" H	$115.20	$123.60	$
	6'L x 24" W x 42" H	$123.60	$133.20	$
	8'L x 24" W x 42" H	$133.20	$141.60	$
	4th Side Skirt	$37.20	$45.60	$
	Table Skirt Only	$48.00	$54.00	$
UN-SKIRTED DISPLAY TABLES 30" HIGH (topped in white vinyl)				
	4'L x 24" W x 30" H	$51.60	$61.20	$
	6'L x 24" W x 30" H	$61.20	$69.60	$
	8'L x 24" W x 30" H	$69.60	$79.20	$
UN-SKIRTED DISPLAY TABLES 42" HIGH (topped in white vinyl)				
	4'L x 24" W x 42" H	$97.20	$105.60	$
	6'L x 24" W x 42" H	$105.60	$115.20	$
	8'L x 24" W x 42" H	$115.20	$123.60	$
SPECIALTY TABLES 30" IN DIAMETER AND UN-SKIRTED				
	Café Table 30" H	$39.60	$54.00	$
	Cocktail Table 42" H	$54.00	$68.40	$
TABLE RISERS (covered with white vinyl)				
	4'L x 12" W x 12" H	$36.00	$48.00	$
	6'L x 12" W x 12" H	$42.00	$54.00	$
	8'L x 12" W x 12" H	$48.00	$54.00	$

ORDER POLICY

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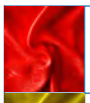
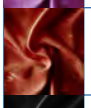
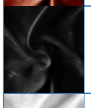
CHAIRS				
Qty	**Item Description**	**Discount**	**Standard**	**Total**
	Folding Chair	$43.20	$51.60	$
	Modular High Stool Gray Fabric - 29" Tall	$51.60	$61.20	$
PEGBOARDS & TACK BOARDS				
	Pegboard 4' x 8' Horizontal	$180.00	$210.00	$
	Pegboard 8' x 4' Vertical	$180.00	$210.00	$
	Tack board 4' x 8 Horizontal	$180.00	$210.00	$
	Tack board 8' x 4' Vertical	$180.00	$210.00	$
ADDITIONAL ACCESSORIES				
	Bag Rack	$43.20	$51.60	$
	Easel	$33.60	$43.20	$
	Wastebasket	$18.00	$25.20	$
	Cart Rental (500lbs Max.)	$60.00	$90.00	$

Event colors are: Black

SKIRT COLORS

Please check the skirt color of choice:

		Red			Royal Blue
		Gold			Plum
		Willow			Burgundy
		Hunter			Black
		Lime			White

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Please feel free to contact us for any specialty items you may be interested in that are not listed on this kit. While CEMS cannot guarantee the availability of your requested item(s), we will do our best to accommodate to your needs.

Corpus Christi Souvenir & Resort
October 18th-20th, 2022
American Bank Center

Carpet & Cleaning Order Form

Discount Dead Line: Tuesday, October 4, 2022 at 3:00PM

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone#:	Fax#:	Booth Number:
E-mail Address:		

Qty	Item Description	Discount	Standard	Total
	10' x 10' Carpet	$92.40	$110.40	$
	10' x 20' Carpet	$180.00	$198.00	$
	10' x 30' Carpet	$270.00	$288.00	$
	10' x 40' Carpet	$360.00	$378.00	$
CARPET ACCESSORIES				
	Carpet Padding per Sq. Ft.	$0.54	$0.66	$
	Taping per linear Ft.	$0.78	$0.90	$

Event colors are: Black

CARPET COLORS

Please check the carpet color of choice:

		Red			Silver
		Green			Tuxedo
		Blue			Black

CLEANING				
	# Of days	Booth Sq. Ft.	Price per	Total
Vacuum Daily (includes Prior)			$0.38	$

PORTER SERVICE			
Description	# Of event days	Price per day	Total
Up to 300 Sq. Ft.		$151.20	$
300-500 Sq. Ft.		$203.70	$

ORDER POLICY

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Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Corpus Christi Souvenir & Resort
October 18th-20th, 2022
American Bank Center

Pipe & Drape Order Form

Discount Dead Line: Tuesday, October 4, 2022 at 3:00PM

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone#:	Fax#:	Booth Number:
E-mail Address:		

DRAPE				
Qty	Item Description	Discount	Standard	Total
Ft	3' High Drape (includes hardware)	$7.80	$9.30	$
Ft	8' High Drape (includes hardware)	$12.89	$16.80	$
STEEL				
	3' Steel Uprights	$9.00	$12.60	$
	8' Steel Uprights	$13.80	$17.40	$
	3' Steel Bases	$9.00	$12.60	$
	8' Steel Bases	$13.80	$17.40	$
	6'-10' Steel Expanders	$13.80	$17.40	$

Sample Booth:

ORDER POLICY

- All prices include delivery, installation, rental charge for the duration of the event, and removal at completion.
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Drape Colors

Event colors are: Black

If you require a different color other than the event colors, please contact Show Management for approval: **Matt Miller**

Phone: 678.386.4315

Please select the drape color of choice:

		Red			Royal Blue
		Gold			Plum
		Willow			Burgundy
		Hunter			Black
		Lime			White

Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Corpus Christi Souvenir & Resort
October 18th-20th, 2022
American Bank Center

Signs & Graphics Order Form

Discount Dead Line: Tuesday, October 4, 2022 at 3:00PM

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone#:	Fax#:	Booth Number:
E-mail Address:		

High-quality signs and graphics can enhance the overall image of your booth. Our Graphic/Sign Department at CEMS is driven to excellence and strives to produce the highest quality signs and graphics.

- All standard signs are digitally produced on white foam core.
- Standard sign price includes text/copy placement in a color specifie area on a single side.
- Custom signs and banners can be ordered in advance **ONLY**.
- We must receive your order with payment by **Tuesday, October 4, 2022**. Orders received after this date may be subject to availability and additional charges my apply. We want your graphics and images to look their absolute best. In order to insure the best quality graphics and images from your digital files please see the below guidelines

- Picture: file format JPG, TIF, or PSD (CEMS recommends 1200 dpi, no less than 150 dpi, if at 100% size)
- Logo and Graphic: file format EPS or AI
- If the file is too big a DVD can be sent to CEMS, please label with the event and exhibitor name.

STANDARD SIZES

Size					Discount	Standard	QTY	Total
11”x14”		Horizontal		Vertical	$54.00	$81.00		$
14”x22”		Horizontal		Vertical	$60.00	$90.00		$
22”x28”		Horizontal		Vertical	$93.60	$127.20		$
28”x44”		Horizontal		Vertical	$140.00	$180.00		$
1m x 8’ Free Standing Single Sided					$354.00	$432.00		$
7”x44” (ID Sign) Card Stock					$39.60	$59.40		$

CUSTOM GRAPHICS

	Standard	Total
Customer Supplied Graphics *(Must be sized, if graphic is not print ready there will be a 1 hour graphic design charge.)*	$19.20 Per Sq. FT.	$
Custom Graphics Design	$90.00 Per Hr.	$

Please fill out the information below

Dimensions	Length(ft)_____ xWidth(ft)_____ =Square ft_____					
Substrate	Vinyl Banner	Foam Core	Coroplast	Sintra	Gator Board	Other:
Other Options:			Grommets	Easel Back	Single Sided	Double Sided

ORDER POLICY

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Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Safety

Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. CEMS cannot be responsible for injuries or falls caused by the improper use of this equipment

Forklift Rental Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone#:	Fax#:	Booth Number:
E-mail Address:		

Qty	Item Description	Discount	Standard	Total
FORKLIFT RENTAL – UP TO 5,000 LBS. CAPACITY				
	Straight Time Hourly Rental	$249.78	$324.60	$
	Overtime Hourly Rental	$296.58	$385.50	$
	Double Time Hourly Rental	$343.44	$446.40	$
FORKLIFT RENTAL – 10,000 LBS. CAPACITY				
	Straight Time Hourly Rental	$499.50	$649.50	$
	Overtime Hourly Rental	$593.10	$771.00	$
	Double Time Hourly Rental	$686.88	$892.80	$
FORKLIFT RENTAL – 20,000 LBS. CAPACITY				
	Straight Time Hourly Rental	$749.28	$874.10	$
	Overtime Hourly Rental	$889.68	$1156.50	$
	Double Time Hourly Rental	$1030.26	$1339.20	$

PLEASE NOTE:

- Hourly rate for forklift rental includes forklift and one operator for one hour only.
- Any additional labor needed will be billed at the hourly rate (Page 18).
- Orders canceled without a 24hr notice will be charged the full amount for one hour at the standard straight-time rate.
- Payment in full must accompany all orders by **Tuesday, October 4, 2022** by 3:00 PM to receive the discount price. Orders received after this date will be charged the standard rate.

PLEASE USE THE FOLLOWING SCHEDULE FOR PLACING AN ORDER FOR FORKLIFT SERVICES		
Straight Time	Monday - Friday	9:00AM - 4:00PM
Over Time	Monday - Friday Saturday	Prior to 9:00AM and after 4:00PM All Day
Double Time	Saturdays and Holidays	All Day

Corpus Christi Souvenir & Resort
October 18th-20th, 2022
American Bank Center

Display Labor Order Form

Company:	Contact Name:	
Address:	City:	Zip Code:
Phone#:	Fax#:	Booth Number:
E-mail Address:		

VeryImportant:

If using CEMS Supervision please fill out the below information as well as the Outbound Bill of Lading (located on the next PAGE). If using Exhibitor Supervision please complete all outbound shipping documents at the CEMS Service Desk prior to the close of the event.

- All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $30.00.

All orders must be paid in advance. Orders for display labor will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments per worker. Labor canceled on site will be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the worker(s) at the time specified, a one (1) hour "Not Ready" charge per worker will apply.

RATES

Rates are based on one (1) man, per one (1) hour.

	Pre-Order	Show Site		
Straight Time	$60.00	$75.00	Monday - Friday	9:00 AM to 4:00 PM
Over Time	$90.00	$112.50	Monday - Friday Monday - Friday Saturday	4:01 PM to 12:00 AM Prior to 9:00 AM & after 4:00 PM All Day
Double Time	$120.00	$150.00	Sundays & Holidays	All Day

PLEASE FILL IN THE BELOW INFORMATION

Invoice will be calculated according to actual hours worked.

	# Of Men:	Date:	Start Time:	# Of Hours:
Install:				
Dismantle:				

TYPE OF SERVICE:

☐ CEMS **Supervision** (Exhibitor does not have to be present)

CEMS will proceed with your display setup unless you instruct us otherwise. Work will be done on straight time, unless move in/move out schedule does not permit. All work performed without direct exhibitor supervision will be charged a 25% supervision fee with a minimum fee of $30.00. *If using **CEMS** Supervision, please complete the information below:*

Number of Crates:	Self-Contained Unit? ☐ Yes ☐ No
Set Up Plans Attached? ☐ Yes ☐ No	Photo Enclosed? ☐ Yes ☐ No
Carpet: ☐ Own ☐ CEMS Color:_____	Suggested Tools (i.e. 16' ladder):
Special Instructions:	

☐ **Exhibitor Supervision** (Exhibitor must pick up labor from the CEMS Service Desk)

All work to be performed ONLY under the supervision of an Exhibitor Representative. Labor ordered and not called for by the exhibitor will be billed at a one (1) hour "Not Ready" charge per man. Work start time can only be guaranteed in those cases when labor is requested for the start of the workday.

PLEASE PROVIDE A CONTACT NAME AND PHONE NUMBER FOR THE PERSON IN CHARGE OF YOUR MOVE-IN.

Contact Name: _____

Phone Number:_____

ORDER POLICY

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Total	+	Sales Tax 8.25%	=	Grand Total
$	+	$	=	$

Corpus Christi Souvenir & Resort
October 18th-20th, 2022
American Bank Center

Outbound Shipping Instructions - CEMS Dismantle Labor

Complete this form ONLY if CEMS will be supervising your dismantle labor.

- ◆Please duplicate form for split shipments (one form for each location or one for each carrier).
- ◆The Credit Card Authorization form **MUST** be provided when submitting this form.
- ◆Your CEMS Bill of Lading will be available for verification and signature at the CEMS Service Desk located at show site.
- ◆It is **YOUR** responsibility to contact and make all arrangements for any carrier. Please provide CEMS with shipping documents and/ or labels as well as this form.

Exhibitor Company Name:		Co-signee Name:	
Exhibit Facility:		Co-Signee Address:	
Event Street Address:			
City/ State:	Zip Code:	Destination City, State:	Zip Code:
Exhibitor Name:	Phone Number:	Destination Show Name:	Booth #:
FREIGHT CHARGES PAID BY:		CARRIER:	
Address:			
City/ State: Zip Code: Method:		☐ Next Day ☐ 2nd Day ☐ Ground	
Attention:		DELIVER BY DATE:	
Phone Number:	Email Address:	Freight Charges: Freight Charges are pre-paid unless marked Collect	Pre-Paid / Collect

#Pieces	Description-Exhibition Material	Weight	Class
	Crates (Wooden) Exhibition Material		125
	Cartons (Cardboard)		125
	Fiber Cases/ Trunks		125
	Skids/ Pallets		125
	Carpet (Specify Color)		125
	Flats/Tubes		125
	Miscellaneous (Describe):		125
	Total		

* By accepting this Bill of Lading, CEMS assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Shipper hereby designates CEMS as its agent for tendering shipments to carrier. CEMS assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers.

Sample Certificate of Liability Insurance

This form should name CEMS as additionally insured for each EAC firm being utilized. **Note**: The EAC must maintain at least $1 million in employer's liability, general liability, automobile liability and workers compensation as required in the state the exposition is located.

ACORD	**CERTIFICATE OF LIABILITY INSURANCE**	DATE (mm/dd/yyyy)
PRODUCER **ABC Insurance Agency** **1234BrokerLane** **New York, NY12345** **Attn.:JoeSmith(123) 456-7890** **Fax: (987)654-3210**	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE	
INSURED **CompanyName,Inc** **1234CorporateLane** **NewYork,NY12345** **Attn. : Tom Johnson** **Phone:(124)569-2943** **Fax: (124)569-8274**	INSURERA: **HartfordInsurance Company of Texas** INSURER B: **AetnaCasualty & Surety Company** INSURER C: **Royal Insurance Company** INSURER D: INSURER E:	

COVERAGE'S

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUES TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUB-JECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION ATE (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIM S MADE OCCUR GENERAL AGGREGATE LIMIT APPLIES PER POLICY PROJECT LOC	000P98298-AI1	01/01/09	**01/01/10**	EACH OCCURRENCE	$1,000,000
					FIRE DAMAGE (Any one fire)	**$ 50,000**
					MED EXP (Any one person)	**$ 5,000**
					PERSONAL & ADV INJURY	$1,000,000
					GENERAL AGGREGATE	$2,000,000
					PRODUCTS-COMP/OP AGG	$2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	SKLS-029499S	01/01/09	**01/01/10**	COMBINED SINGLE LIMIT	**$1,000,000**
					(Ea accident)	
					BODILY INJURY	$
					(Per person)	
					BODILY INJURY	$
					(Per-accident)	
	GARAGE-LIABILITY ANY AUTO				PROPERTY DAMAGE	$
					AUTO ONLY-EA ACCIDENT	$
					OTHER THAN $	$1,000,000
A	UMBRELLA/EXCESS LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION	X1234567	01/01/09	01/01/10	$ EACH OCCURRENCE	$1,000,000
					AGGREGATE	**$1,000,000**
						$
						$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/09	01/01/10	$ **WC STATUE-ORY LIMITS** OTHER	
					E.L. EACH ACCIDENT	$1,000,000
					E.L. DISEASE-EA EMPLOYEE	$1,000,000
					E.L. DISEASE -POLICY LIMIT	$1,000,000
D	OTHER Professional Liability	000P98298-AI1	01/01/09	01/01/10	**Each Occurrence & Aggregate**	$1,000,000 $3,000,000

DESCRIPTIONOFOPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONSADDEDBYENDORSEMENT/SPECIAL-PROVISIONS

CERTIFICATE-HOLDER	**X**	**ADDITIONAL INSURED; INSURER LETTER: X**	**CANCELLATION**
CEMS Exhibitor Services P.O. Box 6330 McAllen, TX 78502 Re: Corpus Christi Souvenir and Resort 2022		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CER-TIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS. AUTHORIZED REPRESENTATIVE John Smith, CIC	

Sample

♦**PRODUCER**: Insurance Agent / Broker who issues certificate.
♦**NAME OF INSURED**: Must be the legal name of contracting party.
♦**TYPES OF INSURANCE**: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
♦**FORM OF COVERAGE**: Must be "occurrence" from of coverage.
♦**NAME ADDITIONAL INSURED'S**: Global Experience Specialists, Inc. (Official Service Provider), International Council of Shopping Centers (Show Management), RECon Leasing Mall (Show) and Las Vegas Convention Center (Facility) as additional insured's on a primary and non-contributory basis.
♦**CERTIFICATE HOLDER**: Must be Global Experience Specialists, Inc.
♦**POLICY EFFECTIVE DATE**: Must be prior to or coincidental with the first day of Exhibitor Move-In.
♦**POLICY EXPIRATION DATE**: Must be on or after the last day of Exhibitor Move-Out.
♦**LIMITS OF INSURANCE**: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
♦**NOTICE OF CANCELLATION**: 30 days notice must be provided.
♦**AUTHORIZED REPRESENTATIVE**: Must be signed (not stamped) by an authorized representative of Producer.